

Licence to operate a forklift truck

(TLILIC108A)

This course is a legal requirement for any person who operates forklift. This course will provide the skills and knowledge required to operate a forklift without supervision.

The aim of this course is to train participants in the use of a forklift in accordance with the OHS Act 2000/Regulation 2001 and WorkCover licensing requirements. It provides participants with a licence issued by WorkCover.

Before and during the training, it is vital that you commit extra time to study of course materials. This will ensure you have the best chance possible of completing the assessment exam to Workcover standards and being accredited to use forklifts. Participants who not pass the final assessment can return to be re-assessed. Re-assessment fees apply.

DURATION: 3 days (2 days training, 1 day assessment)

WHAT TO BRING:

- A WorkCover Assessment Instrument and course Easy Guide will be posted to you upon registration for this course. You must familiarise yourself with these documents prior to doing the course. You will also need to bring them along on the day of training.
- For assessment each participant **MUST** have personal identification that adds up to 100 points. Please see over the page for identification requirements. **Participants without ID will be sent home and will not be able to be assessed.**
- High visibility vest or clothing* (available for purchase from the Local Government Training Institute)
- steel capped boots

**** Fees apply regardless of result ****

After the course \$65 must also be paid directly to WorkCover to get A wallet card. This is done at the Post Office. Please also take a passport sized photograph to the Post Office with you.

*** A PPE Kit is available for purchase from the Local Government Training Institute at a cost of \$44 (incl. GST). The kit includes a hard hat, fluoro vest, safety goggles and gloves.**

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322

PO Box 137, Thornton NSW 2322

Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655

Email: reception@lgti.com.au

ABN: 24 232 406 407

www.lgti.com.au

COURSE OUTLINE:

The national standard for this high risk unit of competency states participants must be able to:

- Comply with OH&S licensing legislation.
- Communicate and work safely with others in the work area.
- Identify hazards associated with the operation of the forklift truck and put in place effective hazard controls for those hazards identified.
- Conduct pre-start-up, operational, moving loads and shut down and secure checks of the forklift truck according to procedures.
- Operate the forklift truck and move loads safely, including driving and manoeuvring, picking up and placing of loads at various stack heights.
- Drive forklift truck with load in forward and reverse, maintaining visibility.



At the completion of this workshop, participants will undertake assessments and need to meet the requirements of the unit “**TLILIC108A Licence to operate a forklift truck**” from the nationally accredited *Transport and Logistics Training Package (TLI07)*.



WHO SHOULD ATTEND THIS COURSE?

Any person operating a forklift must have this licence. Any person operating this equipment must be 18 years or over.

To register, please complete a Local Government Training Institute registration form at <http://www.lgti.com.au> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655

Course enquiries may be directed to Training Administration on 49 222 333

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ATTACHMENT 1: EVIDENCE OF IDENTITY FACT SHEET

An applicant is to provide evidence of identity documents that add up to a minimum of 100 points. These documents should be the same documents that will be provided to a NSW Australia Post Bank@Post outlet as evidence of identity when the application is lodged.

Within the documents, the applicant must be able to show their photo, date of birth, signature and current address. The documents must be **original documents**. Certified copies will not be accepted.

The assessor must verify the applicant's identity, date of birth, signature, and current address prior to commencing the assessment. Assessors must refuse to conduct an assessment where the applicant has failed to provide adequate evidence of identity. The assessor must record the evidence of identity document details in their entirety on the CA1 Form and then hand the documents straight back to the applicant.

Acceptable evidence of identity documents and their point value from 1/9/09

Document Type	Document	Points
Primary Documents <i>ONLY use ONE primary document</i>	Australian Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages	70
	Passport – Australian or International (Current or expired within last 2 years, but not cancelled)	70
	Australian Citizenship Certificate	70
Secondary Documents <i>1. Allowed to use a combination of secondary documents.</i> <i>2. If you want to use more than one credit and savings account card, they must be from different banks.</i>	Current Australian issued driver's licence	40
	Current Australian issued learner driver's licence/permit	40
	Current Australian boat operators licence <i>with photo</i>	40
	Current NSW firearms photo licence	40
	Current Australian issued NCOC <i>photo</i> licence (post 2006) or High Risk Work Licence	40
	Current Australian state or territory proof of age/photo card (eg NSW RTA issued photo card)	40
	Australian Defence or Police photo identification card	40
	Department of Veterans Affairs card	25
	Centrelink Card	25
	Property (Council) rates notice	25
	Property lease agreement	25
	Home insurance papers	25
	A utility bill (eg water, electricity, gas)	25
	Telephone account	25
	Credit cards/savings account cards/bank statements	25
	Medicare card	25
Motor vehicle registration or insurance documents	25	